

## **Job Posting – Administrative Assistant**

**Councillor Paul Ainslie is the City Councillor for Scarborough-Guildwood – Ward 24:** a fast-paced, high-intensity and always evolving Scarborough Ward with over 120,000 residents, 10 active neighbourhoods and five Neighbourhood Improvement Areas.

**This position is ideally suited for an energetic self-starter who is keenly interested in municipal government and politics** and understands the importance of using a social justice and equity lens.

**We are looking for someone who likes working directly with community members, who likes to solve problems and who is well organized.**

### **Job Description**

- Responsible for general administrative operations of the Councillor's office. Ensures the Councillor is relieved of all administrative detail as it relates to the day-to-day running of the office if delegated by the Councillor.
- Prepares outgoing correspondence.
- Reviews and distributes incoming mail, e-mails and telephone inquiries to an appropriate staff member.
- Schedules Councillor's appointments, invitations, ensuring that there is no scheduling conflict and ensuring that Councillor has the necessary information and material for each meeting and/or event.
- Sets up and maintains the office filing system.
- Handles general enquiries or refers to other members of the Councillor's staff and appropriate City staff.
- May assist the Councillor and Councillor's staff in handling concerns and complaints from constituents and the public. Gathers information and/or prepares responses as directed.
- Ensures records are maintained and follows up on requests and inquiries made by the Councillor to City staff.
- Prepares plaques and letters of commendation for special events as requested.
- Monitors the Councillor's office supplies. Orders office supplies as required.
- Maintains confidentiality relating to issues of importance to the Councillor and their constituents.
- Maintains a database of Councillor's contacts and information.
- Makes travel arrangements as necessary.
- Undertakes special assignments as requested by the Councillor.

### **Knowledge & Experience**

- College diploma or University degree in a related field, or equivalent experience, with 1-3 years experience in communications, project management, or as a political staffer.

- Highly developed verbal and written communications skills with the ability to present complex information to a variety of audiences.
- Strong capacity for research, analysis and synthesis of detailed information.
- Understanding of the Toronto political landscape and pressing issues.
- Knowledge of City of Toronto divisions and services.
- Excellent time management and organizational skills.
- Ability to work with assignments demanding critical judgement, analytical thinking and creative problem-solving.
- Available to work evenings and occasional weekends as required.
- Ability to work within a fast-paced, highly collaborative environment and meet tight deadlines.
- Proficiency and experience working in a computerized environment.

**The position is a fixed-term, full-time contract starting in November 2021 until November 2022 (the end of the Council term).** We are working remotely temporarily due to COVID-19, but the position will be based out of City Hall.

**Hours & Compensation:** 35 hours per week, not including occasional evenings and weekends (which will be counted as lieu time).

**Salary range:** \$30,284.80 – \$56,838.60. This position includes full health and dental benefits.

Applications will be accepted on a rolling basis until the role has been filled.

- **Please send your resume and cover letter to [Antonette.dinovo@toronto.ca](mailto:Antonette.dinovo@toronto.ca)** using the subject line “**Application: Administrative Assistant**” outlining why you are interested in the position as well as highlighting your relevant experiences.
- We thank all interested applicants; however, only those candidates being considered for an interview will be contacted.